

Center for Army Lessons Learned Product Review Checklist

Naming convention: YYYYMMDD_DIV_Name_Product Title

Part I: Author's Intent

1. Product title:
2. Type of publication (ex: handbook, bulletin, etc.):
3. Author's name:
4. Proponent of information:
If not CALL, are review/release documents from proponent attached? Yes No
5. Dissemination method: Print Website (list):
6. Final suspense date:

7. Release information	Additional info required	Complete Parts
Public Release		I + II + III + IV + V
CUI	CUI Designation Indicator ¹	I + II + III + IV
Foreign Disclosure	False Impressions Caveat ²	I + II + III + IV + VI
Classified – Please notify your organization's INFOSEC Manager immediately.		

Part II: Author's Review

#	This document contains	Yes	No		Comment if NO
8	Organization contact only (no personal contact info)				
	This product has proper	Yes	No	N/A	
9	Header and footer				
10	Portion markings (paragraphs, sub-paragraphs, figures, images, etc)				
	Encl 1: Reference list	Yes	No	N/A	
11	All information is listed.				
12	Verified newest version of each				
13	Complete title listed				
14	URLs are functional.				
15	Unclassified URLs (.smil only in classified products)				
	Photograph credits include	Yes	No	N/A	
16	Photographer's name				
17	Copyright information				

By signing below, I affirm that the information contained within the product does not include copyrighted material without permission. Permission to use such material, if any, has been obtained and is documented, and the source of information is appropriately cited. I understand that any violation is subject to legal penalties for copyright infringement and civilian or military disciplinary action (depending on employment status). Furthermore, I affirm that the document has been completely marked as required and any statements or caveats are included.

Author's Signature:

Supervisor's Signature:

¹ Per DoDI 5200.48, CUI Designation Indicator for all material – Controlled by: [Name of DoD Component] (Only if not on letterhead)/ Controlled by: [Name of Office]/ CUI Category: (List category or categories of CUI)/ Distribution/Dissemination Control:/ POC: [Phone or email address]

² TRADOC False Impressions Caveat (use verbatim): *This document is the property of U.S. Army Combined Arms Center (USACAC) and may be distributed to DoD, DoD contractors, and [countries/coalitions]. Further distribution only as directed by Commander, USACAC, or higher DoD authority, as determined on [date]. Release of this information does not imply any commitment on the part of the U.S. Government to provide additional information. This information is provided with the understanding that the recipient government will make similar information available to the U.S. Government upon request.*

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Part III: OPSEC Review is to be completed by a SME who is OPSEC Level II trained.

	This document contains:	Yes	No	Comment if YES
18	Classified information			
19	Special warning notices (ex: LIMDIS, Export Control)			
20	Internal organization information (drafts, pre-decisional, etc)			
21	Pre-solicitation contract information			
22	Foreign Government Information			Signed statement of release required
23	Critical program information ³			

By signing below, I affirm that I have reviewed the document for any OPSEC concerns as listed above. To the best of my knowledge, there are no OPSEC concerns within this document.

OPSEC reviewer's signature:

Part IV: INFOSEC Specialist

	Checklist sections are complete.	Yes	No	Comment if NO
24	Part I, Author's Intent			
25	Part II, Author's Review			
26	Part III, OPSEC Review			
	This document also requires...	Yes	No	Comment as needed
27	Part IV, PAO Review			
28	Part V, CAC FDO approval			
29	Protection of National Security Information IAW DoDM 5200.01, Vol 2 (i.e. This publication is classified.)			

30. My signature below signifies that I have completed a QA/QC review of at least 20% of this document. My review supports the author's assessment. Based on the document's release category, it is properly and thoroughly marked IAW relevant regulations.

a. PUBLIC RELEASE: It must be approved by the PAO before publication (Part V).

b. CONTROLLED UNCLASSIFIED INFORMATION (CUI): The CUI Designation Indicator is complete. If it is also for a non-U.S. audience, a foreign disclosure review must be completed (see paragraph d below).

c. FOREIGN DISCLOSURE: This CUI document is for a non-U.S. audience. The False Impressions Caveat is on the front. It must be approved by the CAC FDO before publication. (Part VI)

d. CLASSIFIED: This document is classified and must be uploaded only to a secure network (i.e. SIPRnet, JWICS) and/or stored in a GSA-approved container. The derivative classification authority block⁴ on the first page is complete and accurate. The author's organization will report the production of this document in the annual SF-311 report.

INFOSEC Specialist's signature:

³ DoDI 5200.36 "CPI: U.S. capability elements that contribute to the warfighters' technical advantage, which if compromised, undermines U.S. military preeminence. U.S. capability elements may include, but are not limited to, software algorithms and specific hardware residing on the system, its training equipment, or maintenance support equipment."

⁴ Classified by [name, title], Derived from [source(s)], Downgrade to [classification] on [date or event], Declassify on [date or event]

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STOP: THIS PAGE IS FOR CALL USE ONLY.
Outside agencies, proceed to page 4.

Part V: Public Affairs Office review is only performed by CALL's PAO.

	This document contains information which...	Yes	No	Comment if NO
31	The proponent has the authority to release			
32	Has been cleared by a SME			
33	Is not operationally sensitive			
34	Is accurate			
35	Is appropriate, in good taste			
36	Adheres to established DoD, DA, and command policy including FOIA and HIPAA			

I affirm that this document is appropriate for public release as indicated above.

PAO signature:

Part VI: Foreign Disclosure review is to be done by CALL staff who is an authorized Foreign Disclosure Representative (FDR). The final Foreign Disclosure decision is to be made by the CAC Foreign Disclosure Officer (FDO).

	This document contains	Yes	No	Comment if NO
37	False Impressions Caveat			
38	Positively worded vulnerabilities of U.S. materiel			
39	CUI markings			
	This document contains	Yes	No	Comment if YES
40	NOFORN or non-releasable reference material			
41	Threat data not cleared for release			
42	Cost data not cleared for release			
43	Sister service information not cleared for release			
44	Combined military info not cleared for release			
45	Proprietary information			
46	Technical plans			

My signature below indicates that I have reviewed this document for any information which should not be released to a non-U.S. audience. I am not aware of any reason why this publication should be withheld, and advise that it be authorized for foreign disclosure.

FDR signature:

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Enclosure 1: List of References

This list includes every source used, quoted, cited or otherwise carried into the document by the analyst/author in the creation of this product. If a publication is given FOR MORE INFORMATION only, do not list it here.

	Complete Title	URL	Date of Publication	Handling caveat, distribution restriction, classification
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